

WATER COMMISSIONERS' MEETING
NOVEMBER 13, 2001
6:30 P.M.

MEMBERS PRESENT: David Dunbar and Robert Moorehouse. Samuel Briguglio was absent.

GUESTS PRESENT: Supt. Paul Rafuse, William Schulze, Susan Pillsbury and Jean Dinon – clerk.

The meeting was opened at 6:30 p.m.

Previously signed warrants for \$31.51, \$9,050.18, \$5,139.93, \$3,097.45, and \$7,809.71 totaled \$25,128.78. Previously signed payroll warrants for \$2,857.11, \$2,937.55, \$2,992.58 and \$2,907.44 totaled \$11,694.68.

Commissioners read and noted the following correspondence:

- A. Letter to Clark Home Improvements Co. from Paul Rafuse dated October 17, 2001 re: Awarded bid for vinyl replacement windows.
- B. Letter to Richard Choate, Town Accountant from Paul Rafuse dated October 17, 2001 re: Transfer from Unreserved Retained Earnings Account to New Metering System.
- C. Letter to Planning Board from Paul Rafuse dated October 17, 2001 re: Harbor Trace project.
- D. Memo from Board of Selectmen dated October 17, 2001 re: Official notification of appointment.
- E. Letter to John's Home Repair from Paul Rafuse dated October 17, 2001 re: Not awarded bid for vinyl replacement windows.
- F. Letter to Lynne Remington, David E. Ross Associates, Inc. from Paul Rafuse dated October 19, 2001 re: Old Battery Road.
- G. Memo from Board of Selectmen dated October 21, 2001 re: Newspaper rates and circulation.
- H. Fax from Michael Ohl, Earth Tech to Paul Rafuse dated October 22, 2001 re: South Street bridge reconstruction.
- I. Letter from Lynne Remington, David E. Ross Associates, Inc. to Paul Rafuse dated October 24, 2001 re: Old Battery Road.

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- J. Letter to Richard Choate, Town Accountant from Paul Rafuse dated October 25, 2001 re: Transfer from Turnpike Road Bridge project to Unreserved Retained Earnings Account.
- K. Letter to Joseph Bellino, DEP from Paul Rafuse dated October 25, 2001 re: Project file #308-412 (Old Battery Road).
- L. Letter from David Terry, DEP dated October 29, 2001 re: Rate structure for the Massachusetts Federal Safe Drinking Water Act Assessment for state fiscal year 2003.
- M. Letter to NHESP from Paul Rafuse dated October 31, 2001 re: Old Battery Road.
- N. Letter to Beverly Sleeper, Town Administrator from Paul Rafuse dated October 31, 2001 re: Bid documents and clarification of procurement duties.
- O. Letter to Richard Choate, Town Accountant from Carole Stone dated November 6, 2001 re: Posting error.
- P. Letter of reference to City of Leominster from Paul Rafuse dated November 6, 2001 re: Brett King/King's Excavation.
- Q. Letter to Richard Choate, Town Accountant from Paul Rafuse dated November 13, 2001 re: Transfer from water receipts to supplement the operating expense budget.
- R. One legal notice from Zoning Board of Appeals .
- S. Draft CY 2002 Intended Use Plan and Project Priority List dated November 5, 2001 from DEP re: State Revolving Fund Loan Program.

OLD BUSINESS:

- 1. Paul discussed quotes to purchase a line locator. Motion made and seconded to purchase MetroTech 810 from E. J. Prescott for \$2,445.00.
- 2. Paul discussed budget per result of November 6, 2001 town meeting. The wages will be at proposed FY02 and \$8,000.00 for replacement equipment not \$10,000.00.
- 3. Motion made and seconded for \$500.00 for commissioner's stipend to be paid

in November and June; April for member not getting elected and won't get paid in June. Paul mentioned that at least one board member should be present at town meetings.

4. Paul discussed earmarking surplus money. It was tabled for a full board.
5. Paul discussed renaming Account #5010 (Turnpike Road bridge project) to Master Plan Revision. Motion made and seconded to rename Account #5010 (Turnpike Road bridge project) to Master Plan Revision for \$7,549.75.
6. Paul discussed alternative connection for 2 Old Battery Road. He was going to ask Eileen Saball if we could do a temporary connection for the winter.
7. Paul discussed town administrator's request to attend a meeting to clarify procurement issue. She can attend next board meeting.
8. Paul discussed inviting a member of the Board of Selectman to a district meeting. Also, he was given Jacob Deimert for counsel on districts by inspector general's office. He has represented Chelmsford Water Department.
9. Paul reported on meeting with Dick Butler, R. H. White, regarding West Meadow Road booster station. R. H. White can do alot of work and save some costs. Dick will get together a proposal and Paul will give it to Ron Koivu. Paul met with Jimmy Dee from Fitchburg Gas & Electric. Jeff Schurr of Jasco is doing electrical work, installing power and also hooking up pump. Paul called the phone company to see if there is spare pair of wires going from pumping station to booster station. There is a new rule for new installations that a new wire has to be installed.
10. Paul reported that flow tests are to be done on November 15, 2001 regarding the Master Plan. It will be done to locate low flow points in the system. There are about 11-12 locations and will be done during the day.
11. Paul reported meeting with Conservation Commission on October 24, 2001 regarding Old Battery Road. The Conservation Commission wants to block off both sides of brook up to beaver dam.
12. Paul discussed well testing on Leahy property. It will begin after Thanksgiving. Chapman will do it, and Paul spoke with Bob Leahy.

NEW BUSINESS:

1. Motion made and seconded to accept licence renewal of Paul Rafuse for \$30.00.
2. Motion made, seconded and approved App. #585, T & W Customs Builders, 83 Fitchburg Road, 1" service.
3. Motion made and seconded that Susan Pillsbury, 102 Wallace Hill Road, Account #1263 for \$284.20 to be paid over next five months. Do not charge interest on her bill.
4. Paul discussed new department uniform proposals. Cintas will be the new uniform company.
5. Paul discussed retirement of office administrator, Carole Stone. We will start to advertise in December.
6. Paul reported that beaver dam problem in back of Main Street station. The dam is about 20 feet wide by five feet high. He spoke to Board of Health, Conservation Commission and DEP. DEP sent emergency form to fill out and a possible site visit.
7. Paul reported that men took certification tests last Saturday. Ron took D1 and Mike took D2. The results will be in December.

Motion made to adjourn meeting at 8:35 p.m.

The next scheduled meeting is Tuesday, January 8, 2002.

Respectfully submitted,

Jean R. Dinon, Clerk